

# Coursework Completion System(CWCS) Data Elements & Data Entry

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**Wisconsin Department of Public Instruction**



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# DATA ELEMENTS

# SECTION/COURSE

- Collection Type
- Record Type
- Section ID
- School Code
- Submitting District
- Term
- Year

- Academic Service Learning
- Alternative Education Program
- Bilingual/ESL
- Classroom Type
- Course Code
- Distance Education
- DPI Educator File Number
- Dual Enrollment Credit
- Former Last Name (Teacher)
- Graduation Equivalency Credit
- Last Name (Teacher)
- Local Course Title
- Project Based Learning
- Teacher Role
- Virtual / Online Education
- World Language

# STUDENT and COMPLETION

- Collection Type
- Record Type
- Section ID
- School Code
- Submitting District
- Term
- Year

- College Credits Earned
- Completion Status
- Enrollment Date of Student
- Grade Earned (9-12 only)
- Grade Level Placement of the Student
- High School Credits Earned
- Part-Time Open Enrollment District
- WSLs School
- WSN Number

# **CHANGES FOR PHASE 3**

# WORLD LANGUAGE / BILINGUAL ESL

- World Language and Bilingual/ESL indicators are mutually exclusive.
  - May not apply a World Language indicator and a Bilingual/ESL indicator within the same section/course/teacher record.

# WORLD LANGUAGE

- (Warning) The student's grade level is not 'KG', '01', '02', '03', '04', or '05' but the World Language code selected for the course is 'FLES'. Normally 'FLES' is reserved for students who are in grade levels KG – 05.

# WORLD LANGUAGE

- (Warning) The student's grade level is not '06', '07' or '08' but the World Language code selected for the course is 'FLEX'. Normally 'FLEX' is reserved for students who are in grade levels 06 – 08.



# DUAL ENROLLMENT CREDIT - CAPP

- Dual Enrollment Credit – Cooperative Academic Partnership Program (CAPP) is being expanded to include:
  - College Credit in High School – Any one of several programs existing in some Wisconsin school districts which allow students to take college-level courses, taught by a high school teacher, and receive college credits without attending the college campus.

# DUAL ENROLLMENT CREDIT - TC

- Transcribed Credit (TC) description has been rewritten for clarification.
  - High school courses taught by a high school teacher through which students can earn technical college credits based on an agreement between the high school and technical college.

# PART-TIME OPEN ENROLLMENT DISTRICT

- Part-Time Open Enrollment District versus Submitting District
  - These two data field values may not “BE” equal.
  - Throw an “error message” when Part-Time Open Enrollment District code and Submitting District code equal.

# DPI Elementary Course Codes

- The general studies course codes for elementary grade levels were deactivated once CWCS Phase 2 closed.

# AP & IB COURSES UPDATED


- [WI DPI Secondary School Course List](#)

# **CWCS LOGIN AND SETUP**

# WAMS PROFILE MANAGEMENT

- Existing WSLS/ISES User
  - Verify profile includes work email address
  - CWCS has only one user role
    - ISES All Functions
    - Granted for an individual school or an entire district
- New to WSLS/ISES
  - Obtain a Wisconsin User ID [on.wisconsin.gov](http://on.wisconsin.gov)
  - Verify profile includes work email address
  - Grant Access to CWCS
    - Local WSLS/ISES Administrator grant access to each local staff member
    - CWCS has only one user role
      - ISES All Functions
      - Granted for an individual school or an entire district

# CWCS WEB APPLICATION HOME PAGE



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PUBLIC INSTRUCTION

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## ISES Coursework Completion System (CWCS)

The Coursework Completion System (CWCS) collects data specific to all courses completed by all students, grades K4-12. This new data collection facilitates the standardization of student coursework information across the state, provide data necessary to answer important questions at the local and state levels, and enable Wisconsin to meet federal requirements. It replaces the PI-1215 Course Offerings Report.

As recipients of federal State Fiscal Stabilization Funding in 2009, Wisconsin is required to capture this coursework data along with 11 other elements of the America Competes Act. Data from CWCS will enhance the Longitudinal Data System (LDS) and assist in the development of sound educational policies and improve the quality and significance of education research with the goal of improving student achievement.

Authorized CWCS users login here:

Go to the [CWCS Web Application](#)

CWCS Phase 3 – CW1 Open For All Terms  
Deadline: August 15th, 2013

### For Current CWCS Users

[Coursework Completion System \(CWCS\) Communications](#)

- **IMPORTANT:** CWCS records must have matching records in the Wisconsin Student Number Locator System (WSLS). Failure to keep WSLS complete and current will cause CWCS file upload failure. It will not be possible to submit CWCS data online without matching WSLS records.

The new CWCS collection creates common data standards for all districts and schools; ensures high quality data by eliminating variations in how data are collected across various systems. When collected at the state level, student level data sets, including the CWCS can give smaller districts access to robust systems, through a partnership with DPI that they could not afford on their own. This ensures the same high level of service for all districts, schools and students.

### For New CWCS Users

You must be individually authorized to use the CWCS. Having a Wisconsin User ID (WAMS ID) is necessary but does not in itself provide access to the CWCS Web application. For security and privacy reasons, access must be specifically authorized by your District Administrator (Superintendent) on behalf of your school board or by the Superintendent's appointed WSLS/ISES Administrator.

For further information about gaining access, see the [Delegated Authority Web Application](#).

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## Using the Coursework Completion System (CWCS)

### Planning

- **NEW** Important Dates

WISCONSIN  
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WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION



User ID:

Password:

Login

**WARNING:** You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

[Forgot your password?](#) | [Is your account locked?](#) | [Request a Wisconsin User ID and Password](#) | [Profile Management](#)

Please don't bookmark this page.  
Javascript must be enabled to use this system.

# PRIVACY AGREEMENT

## Agreement to Protect Privacy

 EXIT  HELP

You are currently identified by your district CWCS Administrator as an authorized user of the Individual Student Enrollment System (ISES). Users of CWCS have access to confidential information about students. Protecting student privacy is required by law and is the highest priority of ISES. Resources regarding protecting student privacy in Wisconsin are provided at <http://www.dpi.wi.gov/lbstat/dataprivacy.html>

To protect the privacy of students, CWCS users are required to read the statements below and click on the AGREE button at the bottom of this page prior to proceeding further.

I will respect and safeguard the privacy of students and the confidentiality of student data.

I will comply with state and federal privacy laws and all district regulations, policies, and procedures established to maintain the confidentiality of student data.

I will not disclose or transmit confidential CWCS data to persons not specifically authorized access to these data by the district WSLs/ISES Administrator, superintendent, or school board.

I will use the confidential CWCS data for legitimate educational purposes only as necessary to perform my district-assigned tasks.

I understand that my password is as important as my signature. It is my obligation to keep my password confidential. I will not share my password with anyone.


I will not use other users' login names or passwords.


## Agreement to Protect Privacy


 DISAGREE  AGREE


# DISTRICT / SCHOOL PREFERENCES

District/School CWCS Preferences

SAVE

SELECT  
ROLE

EXIT

HELP

☒ Import Preferences from ISES

☐ Import Preferences from previous CWCS Collection Cycle

☐ Manually enter district and school preferences

Note: You may select this option only once. This option will not be available once preference data is saved.

District/School CWCS Preferences

# DISTRICT / SCHOOL PREFERENCES

## District/School CWCS Preferences

SAVE | MAIN MENU | EXIT | HELP

| District | School | School Name                 | SIS Indicator | Data Submit Method |
|----------|--------|-----------------------------|---------------|--------------------|
| 0870     | 0000   | <a href="#">All Schools</a> | Y             | XML                |
| 0870     | 0020   | <a href="#">Cadott El</a>   | Y             | XML                |
| 0870     | 0040   | <a href="#">Cadott Hi</a>   | Y             | XML                |
| 0870     | 0060   | <a href="#">Cadott Jr</a>   | Y             | XML                |

Search by School Name   SEARCH

Note : If school is not found, contact DPI Education Statistics helpline at (608) 267-3166.

### Add or Modify Record

District

School

\*Student Information System Indicator

\*Data Submit Method Indicator

Primary Contact \*Name

\*Phone    Ext

\*Email

Secondary Contact Name

Phone    Ext

Email

Pupils Services Contact Name

Phone    Ext

Email

Update Comments



## District/School CWCS Preferences




CLEAR | SAVE




# DATA ENTRY SCREENS

# SUMMARY OF SCHOOLS

## Summary of Schools

 MAIN MENU |  EXIT |  HELP






District: 0870 - Cadott Community Record Type:   REFRESH  LOCK  VALIDATE Lock Date:

| School                                    | Last Update Date | Error/Info/Warning Status   | School Locked Date | Last Validation Date | Lock   | Unlock |
|---|------------------|-----------------------------|--------------------|----------------------|--|--------|
| <a href="#">0020 - Cadott Elementary</a>  | 02/03/2011       | 2 errors, 0 info, 0 warning |                    | 01/31/2011           |  LOCK |        |
| <a href="#">0040 - Cadott High</a>        | 01/31/2011       | 0 error, 0 info, 0 warning  |                    | 01/31/2011           |  LOCK |        |
| <a href="#">0060 - Cadott Junior High</a> | 02/17/2011       | 8 errors, 0 info, 0 warning |                    |                      |  LOCK |        |

## Summary of Schools

# SECTION

## Section Record List

 STUDENT |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

Validation Date: 02-23-2011

School:

Record Type: Course and Teacher

Subject Area:

Status:

Term:



VALIDATE



CLEAR



REFRESH

Click on the REFRESH icon to view the Section Record List.

Total Results: 0

Choose one to search by:

Section ID:

DPI Educator Number:

Course Code:







SECTION SEARCH



ADD SECTION

## Section Record List

 STUDENT |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

# SEARCH RESULTS

## Section Record List

 STUDENT |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

Error/Info/Warning Status: 1 errors, 0 info, 0 warning Validation Date: 02-23-2011

School:

Record Type: Course and Teacher

Status:

Term:

Subject Area:



VALIDATE



CLEAR



REFRESH

Click on the REFRESH icon to view the Section Record List.

[B | RESET](#)

| Section ID                               | Term | Course Code | EDU File # | Last Name (Former Name) | E/I/W Status               |        |
|--|------|-------------|------------|-------------------------|----------------------------|--------|
| <a href="#">BLDHSRM200GL11GLAG_SCIEN</a> | 1Q   | 18105G      | 662875     | SMITH                   | 0 error, 0 info, 0 warning | Delete |
| <a href="#">BLDHSRM30012GLUSHISTORY</a>  | 1Q   | 04104G      | 662724     | SMITH                   | 0 error, 0 info, 0 warning | Delete |
| <a href="#">BLDHSRM499JAZZ</a>           | 1Q   | 05047G      | 616076     | SMITH                   | 0 error, 0 info, 0 warning | Delete |
| <a href="#">BLDHSRM500APROJECTBASED</a>  | 1S   | 02201E      | 189288     | JOHNSON                 | Unknown                    | Delete |
| <a href="#">BLDHSRM500BPROJECTBASED</a>  | 1S   | 18306E      | 350760     | VANG                    | Unknown                    | Delete |
| <a href="#">BLDHSRM500PROJECTBASED</a>   | 1S   | 03005E      | 615681     | SMITH                   | Unknown                    | Delete |
| <a href="#">BLDHSRM601DUALENROLLMENT</a> | 1S   | 20198E      | 616076     | SMITH                   | Unknown                    | Delete |

Choose one to search by:

Section ID:

DPI Educator Number:

Course Code:








SECTION SEARCH



ADD SECTION






## Section Record List

 STUDENT |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP



# ADD SECTION or SEARCH

**Section Record List**

 STUDENT |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP




Validation Date:

School:

Record Type: Course and Teacher

Status:  Term:

Subject Area:

 VALIDATE  CLEAR  REFRESH

Click on the REFRESH icon to view the Section Record List.

Total Results: 0



  

Choose one to search by:






Section ID:

DPI Educator Number:

Course Code:






 SECTION SEARCH  ADD SECTION

**Section Record List**

 STUDENT |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

# Individual Section Record – Enter Data

**Individual Section Record** (\*Required to save record)

 SECTION LIST |  SAVE |  MAIN MENU |  EXIT |  HELP

### Section

|                           |  |                     |                      |                         |                      |
|---------------------------|--|---------------------|----------------------|-------------------------|----------------------|
| Section ID:*              | <input type="text" value="BLDGHSMATH202"/> | Term:*              | <input type="text"/> | Record Type:            | Course and Teacher   |
| Virtual Online Education: | <input type="text"/>                       | Distance Education: | <input type="text"/> | Classroom Type:         | <input type="text"/> |
| Dual Enrollment Credit:   | <input type="text"/>                       | Bilingual/ESL:      | <input type="text"/> | Project Based Learning: | <input type="text"/> |

### Course

|                            |                      |                                |                      |
|----------------------------|----------------------|--------------------------------|----------------------|
| Subject Area:*             | <input type="text"/> | Local Course Title:            | <input type="text"/> |
| Course Identifier:*        | <input type="text"/> |                                |                      |
| Course Level:*             | <input type="text"/> | Alternative Education Program: | <input type="text"/> |
| Academic Service Learning: | <input type="text"/> |                                |                      |
| Equivalency:               | <input type="text"/> | World Language:                | <input type="text"/> |






### Teacher

|               |                      |                        |                      |
|---------------|----------------------|------------------------|----------------------|
| Teacher Role: | <input type="text"/> | Educator File Number:* | <input type="text"/> |
| Last Name:*   | <input type="text"/> | Former Last Name:      | <input type="text"/> |

Individual Section Record

# EDIT SECTION/COURSE/TEACHER

**Individual Section Record** (\*Required to save record)

 **SECTION LIST** |  **SAVE** |  **MAIN MENU** |  **EXIT** |  **HELP**

**Section**

Section ID:\*  
Virtual Online Education:  
Dual Enrollment Credit:

BLDELRM324GL1STLA

Term:\*  
Distance Education:  
Bilingual/ESL:

1Q-1st Quarter

Record Type: Course and Teacher  
Classroom Type:  
Project Based Learning:

**Course**

| Course | Local Course Title | Add Course |
|--------|--------------------|------------|
| 01E01E |                    |            |

Subject Area:\*  
Course Identifier:\*  
Course Level:\*  
Academic Service Learning:  
Equivalency:  
World Language:

01-English Language and Literature  
E01-General Studies English Language and Literature  
E-Enriched or Advanced

Local Course Title:  
Alternative Education Program:

**Teacher**


| Teacher Role   | Educator File Number | Last Name | Former Last Name | Add Teacher |
|----------------|----------------------|-----------|------------------|-------------|
| Single Teacher | 711939               | YANG      |                  |             |

Teacher Role:  
Last Name:\*

ST-Single Teacher  
YANG

Educator File Number:\*  
Former Last Name:

711939

**Individual Section Record** |  **SAVE**

# STUDENT

## Student Record List

 SECTION |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  ? HELP

Error/Info/Warning Status: Validation Date: 02-23-2011

School:

Record Type: Student

Term:

Status:

Grade Level Placement:



VALIDATE



CLEAR



REFRESH

Click on the REFRESH icon to view the Student Record List.

Total Results: 0

WSN:



STUDENT  
SEARCH








ADD  
WSN

## Student Record List

 SECTION |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  ? HELP

# SEARCH RESULTS

## Student Record List

 SECTION |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

Error/Info/Warning Status: 1 errors, 0 info, 0 warning Validation Date: 02-23-2011

School:

Record Type: Student

Term:

Status:

Grade Level Placement:



VALIDATE



CLEAR



REFRESH

Click on the REFRESH icon to view the Student Record List.

[A](#) | [B](#) | [E](#) | [M](#) | [RESET](#)

| WSN                        | Name                | Term | Grade Level | Race/Ethnicity | Gender | Birth Date | E/I/W Status               |        |
|----------------------------|---------------------|------|-------------|----------------|--------|------------|----------------------------|--------|
| <a href="#">1670011534</a> | ADAMS, JOHN FRANCIS | 1S   | 09          | I W            | M      | 07/21/1987 | Unknown                    | Delete |
| <a href="#">1670011534</a> | ADAMS, JOHN FRANCIS | 1Q   | 09          | I W            | M      | 07/21/1987 | 0 error, 0 info, 0 warning | Delete |
| <a href="#">1670011569</a> | BARNETT, NICK       | 1Q   | 10          | P              | M      | 06/02/1993 | 0 error, 0 info, 0 warning | Delete |
| <a href="#">1670011569</a> | BARNETT, NICK       | 1S   | 10          | P              | M      | 06/02/1993 | Unknown                    | Delete |
| <a href="#">1670011585</a> | BELL, JOSH          | 1S   | 11          | A B W          | M      | 05/11/1995 | Unknown                    | Delete |
| <a href="#">1670011585</a> | BELL, JOSH          | 1Q   | 11          | A B W          | M      | 05/11/1995 | 0 error, 0 info, 0 warning | Delete |
| <a href="#">1670011615</a> | BRANDON, CHILLAR    | 1S   | 12          | H A B I P W    | F      | 06/03/1996 | Unknown                    | Delete |

WSN:



STUDENT SEARCH



ADD WSN

## Student Record List

 SECTION |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

# ADD STUDENT RECORD

## Student Record List

 SECTION |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

Error/Info/Warning Status: Validation Date: 02-23-2011

School:

Record Type: Student

Grade Level Placement:

Term:

Status:



VALIDATE



CLEAR



REFRESH

Click on the REFRESH icon to view the Student Record List.

Total Results: 0

WSN:



STUDENT  
SEARCH



ADD  
NEW

## Student Record List

 SECTION |  SUMMARY OF SCHOOLS |  MAIN MENU |  EXIT |  HELP

# STUDENT

## Individual Student Record (\*Required to save record)

 STUDENT LIST | 
  SAVE | 
  MAIN MENU | 
  EXIT | 
  HELP

| WSN        | Name                | Term | Section ID                                | Grade | School | Enroll Date |        |
|------------|---------------------|------|---|-------|--------|-------------|--------|
| 1670011534 | ADAMS, JOHN FRANCIS | 1Q   | <a href="#">BLDHSRM200GL11GLAG_SCIEN</a>  | 09    | 0040   | 08/15/2009  | Delete |
| 1670011534 | ADAMS, JOHN FRANCIS | 1Q   | <a href="#">BLDHSRM30012GLUSHISTORY</a>   | 09    | 0040   | 08/15/2009  | Delete |
| 1670011534 | ADAMS, JOHN FRANCIS | 1Q   | <a href="#">BLDHSRM499JAZZ</a>            | 09    | 0040   | 08/15/2009  | Delete |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM101GL9THELA</a>        | 09    | 0040   | 08/15/2009  | Delete |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM105GL10THALGEBRAII</a> | 09    | 0040   | 08/15/2009  | Delete |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM111GL9THALGEBRAPT1</a> | 09    | 0040   | 08/15/2009  | Delete |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM111GL9THALGEBRAPT2</a> | 09    | 0040   | 08/15/2009  | Delete |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM603VIRTUAL</a>         | 09    | 0040   | 08/15/2009  | Delete |

WSN: 1670011534

District: 0870-Cadott Community      School: 0040-Cadott High      Record Type: Student  
 Section ID\*:       Term\*:   
 Completion Status:       Grade Earned:   
 Grade Level Placement\*:       PTO Enroll District:       Local Student ID:   
 College Credit Earned:       HS Credit Earned:       Enrollment Period\*:   
 Race/Ethnicity:       Gender:       Birth Date:

## Individual Student Record

 STUDENT LIST | 
  SAVE | 
  MAIN MENU | 
  EXIT | 
  HELP

# EDIT DATA

## Individual Student Record (\*Required to save record)

STUDENT LIST | SAVE | MAIN MENU | EXIT | HELP

| WSN        | Name                | Term | Section ID                                | Grade | School | Enroll Date | ADD SECTION |
|------------|---------------------|------|---|-------|--------|-------------|-------------|
| 1670011534 | ADAMS, JOHN FRANCIS | 1Q   | <a href="#">BLDHSRM200GL11GLAG_SCIEN</a>  | 09    | 0040   | 08/15/2009  | Delete      |
| 1670011534 | ADAMS, JOHN FRANCIS | 1Q   | <a href="#">BLDHSRM30012GLUSHISTORY</a>   | 09    | 0040   | 08/15/2009  | Delete      |
| 1670011534 | ADAMS, JOHN FRANCIS | 1Q   | <a href="#">BLDHSRM499JAZZ</a>            | 09    | 0040   | 08/15/2009  | Delete      |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM101GL9THELA</a>        | 09    | 0040   | 08/15/2009  | Delete      |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM105GL10THALGEBRAII</a> | 09    | 0040   | 08/15/2009  | Delete      |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM111GL9THALGEBRAPT1</a> | 09    | 0040   | 08/15/2009  | Delete      |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM111GL9THALGEBRAPT2</a> | 09    | 0040   | 08/15/2009  | Delete      |
| 1670011534 | ADAMS, JOHN FRANCIS | 1S   | <a href="#">BLDHSRM603VIRTUAL</a>         | 09    | 0040   | 08/15/2009  | Delete      |

WSN: 1670011534

**District:** 0870-Cadott Community      **School:** 0040-Cadott High      **Record Type:** Student  
**Section ID:\***       **Term:\***   
**Completion Status:**       **Grade Earned:**   
**Grade Level Placement:\***       **PTO Enroll District:**   
**College Credit Earned:**       **HS Credit Earned:**       **Enrollment Period:\***   
**Race/Ethnicity:** I W      **Gender:** M      **Birth Date:** 07/21/1987

## Individual Student Record

STUDENT LIST | SAVE | MAIN MENU | EXIT | HELP



# ERROR – FILE SAVED

**Individual Section Record** (\*Required to save record)

SECTION LIST | SAVE | MAIN MENU | EXIT | HELP

**Data saved successfully.**

**Section**

Section ID:\* BLDHSRM101GL9THELA Term:\* 1S-1st Semester Record Type: Course and Teacher

Virtual Online Education: N-No Distance Education: N-No Classroom Type: M-Multiple grade level

Dual Enrollment Credit: NA-Not Applicable Bilingual/ESL: NA-Not applicable Project Based Learning: N-No

**Course**

| Course | Local Course Title | Add Course |
|--------|--------------------|------------|
| 01001G |                    |            |

Subject Area:\* 01-English Language and Literature

Course Identifier:\* 001-English/Language Arts I (9th grade) 01001

Course Level:\* G-General or Regular

Academic Service Learning: N-No Local Course Title:

Equivalency: NA-Not applicable Alternative Education Program: NA-Not applicable

World Language: NA-Not applicable

**Teacher**

| Teacher Role      | Educator File Number | Last Name | Former Last Name | Add Teacher |
|-------------------|----------------------|-----------|------------------|-------------|
| Multiple Teachers | 651722               | SMITH     |                  |             |

Teacher Role: MT-Multiple Teachers Educator File Number:\* 651722






Last Name:\* SMITH Former Last Name:

**Errors:**  
Multiple teacher role provided for section with one and only one teacher.

**Individual Section Record** | SAVE

# ERROR – RECORD CAN NOT BE SAVED

**Individual Section Record** (\*Required to save record)

 **SECTION LIST** |  **SAVE** |  **MAIN MENU** |  **EXIT** |  **HELP**

Required field is missing. Section ID. Section ID must be provided for all CWCS records.

### Section

|                           |  |                     |  |                         |   |
|---------------------------|--|---------------------|--|-------------------------|---|
| Section ID:*              | <input type="text"/>                           | Term:*              | <input type="text" value="1S-1st Semester"/>   | Record Type:            | Course and Teacher                                  |
| Virtual Online Education: | <input type="text" value="N-No"/>              | Distance Education: | <input type="text" value="N-No"/>              | Classroom Type:         | <input type="text" value="M-Multiple grade level"/> |
| Dual Enrollment Credit:   | <input type="text" value="NA-Not Applicable"/> | Bilingual/ESL:      | <input type="text" value="NA-Not applicable"/> | Project Based Learning: | <input type="text" value="N-No"/>                   |

### Course

| Course                 | Local Course Title | Add Course |
|------------------------|--------------------|------------|
| <a href="#">01001G</a> |                    |            |

Subject Area:\*

Course Identifier:\*

Course Level:\*

Academic Service Learning:

Equivalency:

World Language:

Local Course Title:

Alternative Education Program:

### Teacher


| Teacher Role   | Educator File Number   | Last Name | Former Last Name | Add Teacher |
|----------------|------------------------|-----------|------------------|-------------|
| Single Teacher | <a href="#">651722</a> | SMITH     |                  |             |

Teacher Role:

Last Name:\*

Educator File Number:\*

Former Last Name:

**Individual Section Record** |  **SAVE**

# ERROR EXPLANATION REPORT

## CWCS Detailed Error Explanation Report

( E1 - WCT ) Invalid 'Collection Type'. 'Collection Type' must be a valid Collection Type code.

( E2 - WCT ) Missing 'Collection Type'. 'Collection Type' is a required field.

( E3 - WCT ) Invalid 'Submitting District'. 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.

( E4 - WCT ) Invalid 'School Code' for Submitting District. The 'School Code' provided is not valid within the submitting district for the current collection school year.

( E5 - WCT ) Invalid 'School Code'. 'School Code' must equal the submitting school. Rule applies for individual school users only.

( E6 - WCT ) Invalid 'Year'. 'Year' is required, must use the format YYYY and must equal the collection year.

( E7 - WCT ) Invalid 'Term'. Term is required and must be a valid Term code.

( E9 - WCT ) Required field is missing, 'Term'. 'Term' must be provided for all CWCS records.

( E10 - WCT ) Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#%&^&\*&?+=<>.,{}.

( E11 - WCT ) Required field is missing, 'Section ID'. 'Section ID' must be provided for all CWCS records.

( E12 - WCT ) 'Section ID' is not unique. 'Section ID' must be unique based on collection type, district, year, school, term, and section ID. Refer to Appendix A of the CWCS Interface Specifications for more information.

( E13 - WCT ) Invalid 'Record type'. 'Record Type' must equal 'WTC' for CWCS course and teacher load file.

( E14 - WCT ) Invalid 'Course Code'. 'Course Code' must be a valid Wisconsin Course Code.

( E15 - WCT ) Required field is missing, 'Course Code'. At least one 'Course Code' is required for each section.

# CWCS PLANNING



- Important Dates
- ISES CWCS Introduction and Key Points
- Preparing Your District for CWCS
- Project Abstract IV
- WSLS/ISES/CWCS Correspondence

# How to Get Help



## Online Resources

- [Account Recovery](#)
- [Frequently Asked Questions](#)
- [ESEA Data Site Map \(CWCS Data Elements\)](#)
- [ISES CWCS - Data Elements Guide](#)
- [ISES CWCS Phase 3 - New User Presentation](#)
- [ISES CWCS Phase 3 - Validation Process](#)
- [ISES CWCS User Guide](#)
- [Wisconsin Educator License Lookup](#)

## Technical & Vendor Documentation

- [Code Tables for Student \(WS\) and Course and Teacher \(WCT\) Data Files](#)
- [Interface Specification for CWCS Data Files \(CSV\) and \(XML\)](#)
- [Validation Messages](#)
- [ZIP File to Access File Checker\(s\) for Section, Course and Teacher Files \(CSV\) or \(XML\) Formats](#)
- [ZIP File to Access File Checker\(s\) for Student and Completion Files \(CSV\) or \(XML\) Formats](#)

Submit questions about CWCS to the [24x7 DPI Online Helpdesk Application](#) or call 800-507-5744

# CWCS PHASE 3 – TRAINING & TECHNICAL SUPPORT

- Upcoming Training for April – August
- Recordings of Previous Sessions
- Data Field and Usage Webcasts

# Thank You!

Thank you for viewing this webcast.